



SEVENOAKS TOWN COUNCIL GRANT AWARDS POLICY

“Sevenoaks Town Council supports local communities and uses the criteria set out in the Guidance Notes”.

GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

ABOUT THE GRANT SCHEME

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks Town by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations provided that **the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form. **The amount of the grant must be in proportion to that benefit.**

Aims of the Grant Scheme

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

Terms and Conditions of Grant Awards:

Our terms and conditions for grant awards are that:

- grant monies are used for the specific purpose approved only
- grant recipients submit a report to us by the second Friday in January 2024 detailing funds spent on residents of Sevenoaks Town Wards of Wildernesse, Town, Northern, St John’s, Eastern and Kippington
- the Town Council’s logo is used to advertise and promote our support

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

- a representative attend next year's Annual Town Meeting, scheduled for 7pm on 11th March 2024 at Bat & Ball Centre, Sevenoaks. Grant recipients will be asked to provide a stand to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

Where to get further information and an application pack
Application Forms and Guidance Notes are available on our website
www.sevenoakstown.gov.uk/Grant
Or on request from: council@sevenoakstown.gov.uk

COMPLETING THE APPLICATION FORM

PART 1

Who can apply?

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town Wards: Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent, or philanthropic purposes.
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

We will not grant aid

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent teacher organisations

Environmental Impact

The Town Council is committed to climate change initiatives, seeking to use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets. The Council would like to hear how your organisation's activities seek to make a positive impact on the environment, and whether you adopt environmental policies for reducing your own carbon footprint and/or increasing biodiversity.

Membership/Beneficiaries

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g., Riverhead, Seal, Otford, Kemsing etc.) Please refer to the maps within the application forms.

PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that:

- Grants are not made retrospectively.
- The Town Council would not normally support funding the core costs of any organisation.
- Any grant that is not used for the purpose for which it has been made must be repaid

PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contacted the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

SUBMITTING YOUR APPLICATION

Timetable

Applications will normally be considered only in September and February/March.

- Please advise which tax year the money is to be used by you in.
- The deadline for applications is the **second Friday in August**, for the September meeting and the **second Friday in January**, for the February/March meeting.

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

NB Late applications received after these dates will be reviewed at the following grants meeting.

All applications must be signed: electronic signature is acceptable.

Applications may be submitted by email to: council@sevenoakstown.gov.uk

or by post to:

Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks TN13 3QG

If you are not sure whether you meet the criteria, please phone Alison Futtit on 01732 459953 or via email to council@sevenoakstown.gov.uk

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

	POSTCODE
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TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?

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PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	
	B) VOLUNTEERS	
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? <i>[See Guidance Notes]</i>		

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

PLEASE DESCRIBE YOUR PROJECT

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES / NO

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE, THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
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Copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank Sort Code Account No.

All Application Forms must be signed (electronic signature acceptable).

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

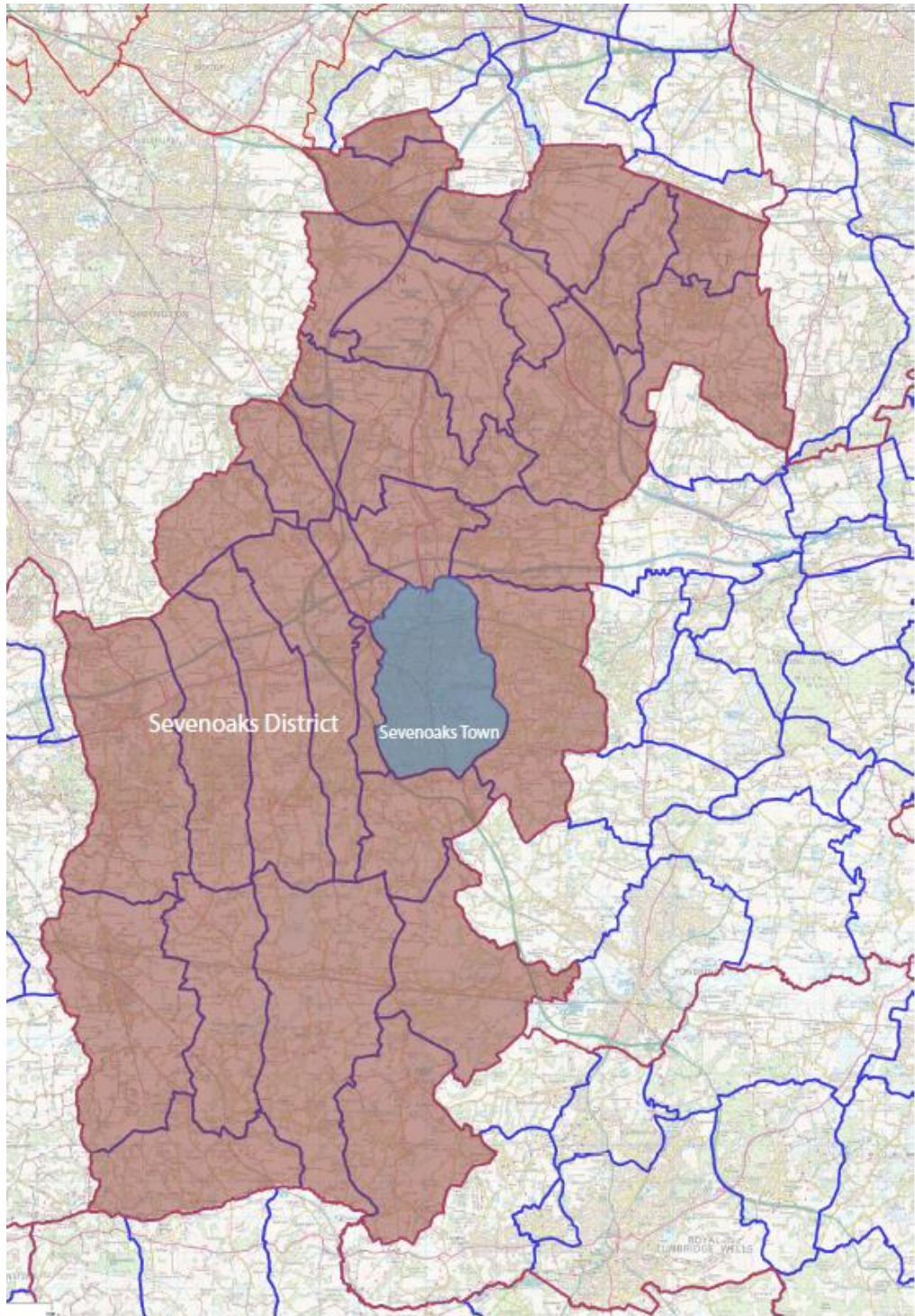
- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

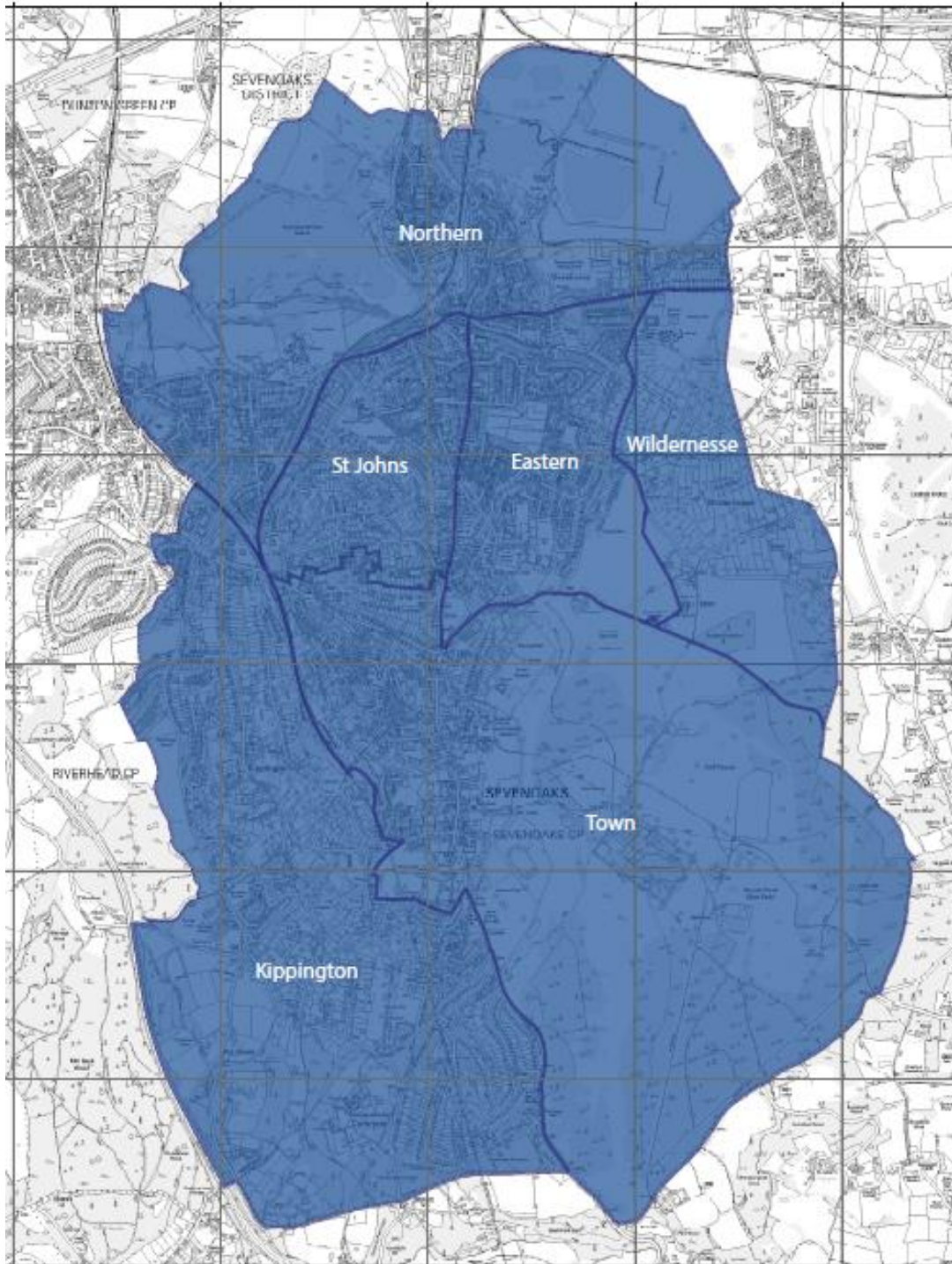
NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

If you have any queries, please contact Alison Futtit on 01732 459953.

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.





Sevenoaks Town Council Wards